

Catholic Network Australia (CNA)

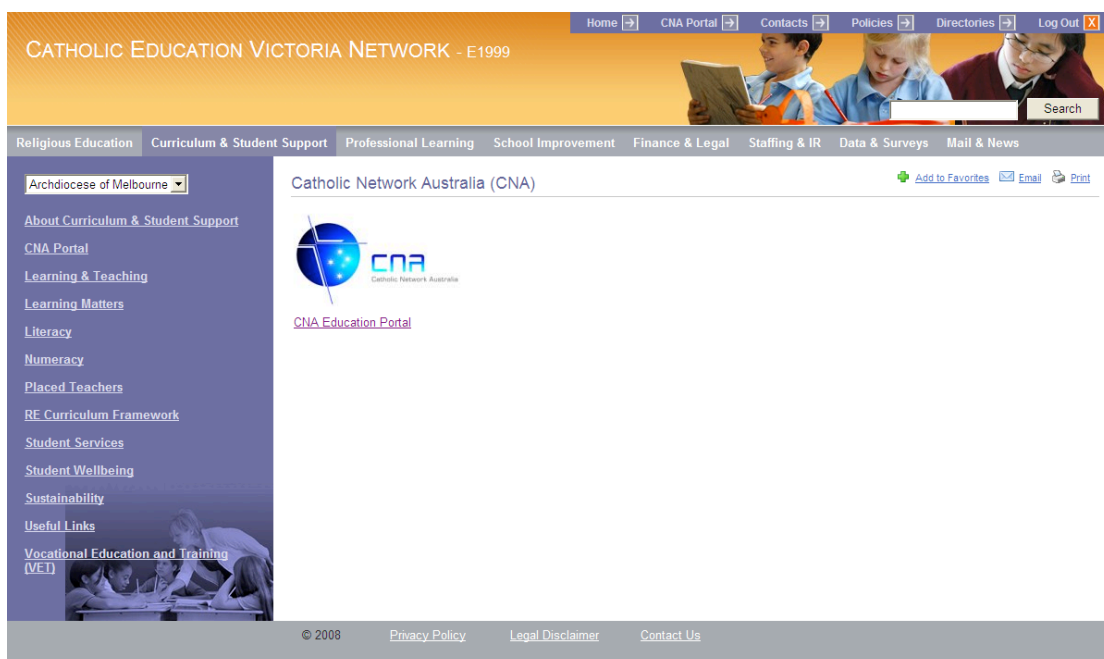
Guide to Accessing CNA Education Services

The first phase of the Education Services will provide access to Education Resources through Scootle – The Learning Federation (TLF) website. This website provides access to content developed by Catholic Network Australia participants as well as over ten thousand TLF learning objects and digital resources.

CNA Education Services are accessible through Catholic Education Victoria Network (CEVN) via the CNA Portal tab on the CEVN Home Page.



The following screen will be displayed.



Click on the link to CNA Education Portal and the page below will be displayed.

ParticipantId

- ACT - Canberra and Goulburn - Catholic Schools and CEOs
- NSW - Bathurst - Catholic Schools and CEOs
- NSW - Broken Bay - Catholic Schools and CEOs
- NSW - Lismore - Catholic Schools and CEOs
- NSW - Maitland-Newcastle - Catholic Schools and CSO
- NSW - Parramatta - Catholic Schools and CEOs
- NSW - Sydney - Catholic Schools and CEOs
- NSW - Wagga Wagga - Catholic Schools and CEOs
- NSW - Wollongong - Catholic Schools and CEOs
- NSW - Wilcannia-Forbes - Catholic Schools and CEOs
- QLD - Cairns - Catholic Schools and CEOs
- QLD - Rockhampton - Catholic Schools and CEOs
- QLD - Toowoomba - Catholic Schools and CEOs
- QLD - Townsville - Catholic Schools and CEOs
- SA - Catholic Schools and CEOs
- TAS - Hobart CEO
- VIC - CEOs
- VIC - Catholic Schools
- WA Catholic Schools and CEOs
- St Augustine's College-Sydney
- Marist Brothers
-
- CNA Demo

Disclaimer | Policy

To login you must first select the “Vic Catholic Schools” participant ID from the dropdown list.

Login

*UserId:

*Password:

Submit

At the login screen enter your “C” number and your CEVN password.
To obtain your “C” number, see Attachment 1: Obtaining your “C” number.



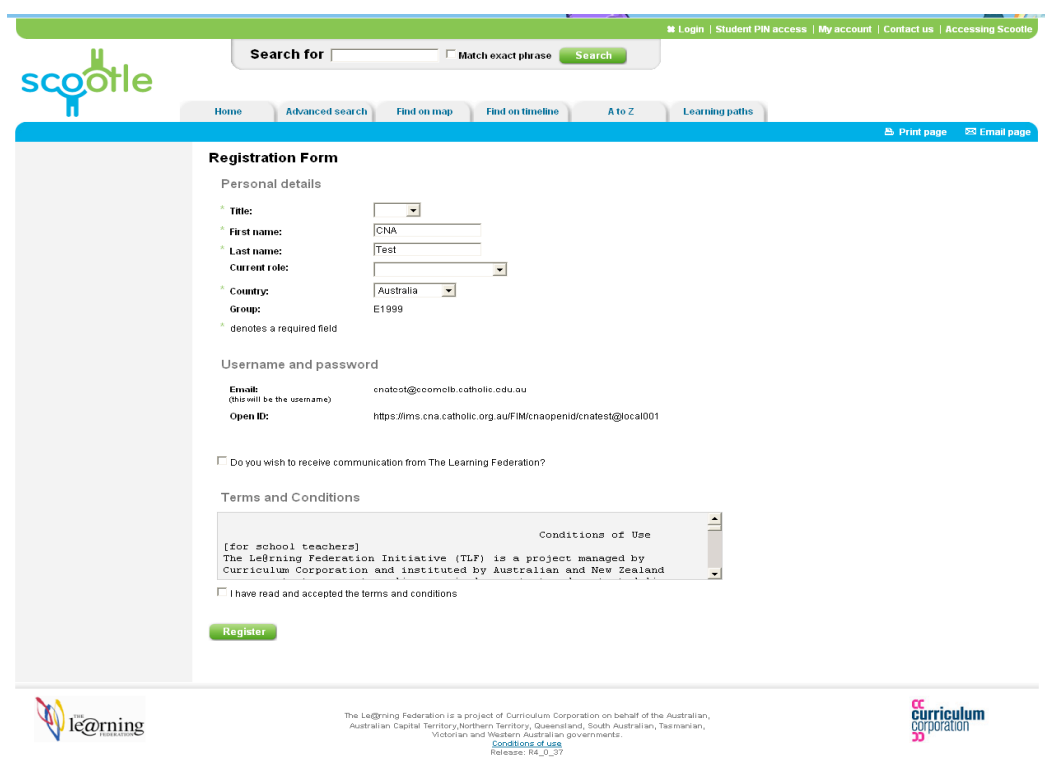
This will take you to the CNA Education Portal homepage from where you can access:

- About CNA – background information
- Education Resources (access to Scootle)
- Employee white pages (coming soon)

Click on the “Education Resources” tab. The following screen will be displayed. Click on the “Scootle” logo to access Scootle.



The first time you access Scootle through CNA Education Services, you will be required to register and accept the terms and conditions.



The screenshot shows the Scootle Registration Form. At the top, there is a green header with the Scootle logo and navigation links: Login, Student PIN access, My account, Contact us, and Accessing Scootle. Below the header is a search bar with the text 'Search for' and a 'Search' button. The main content area is titled 'Registration Form' and contains several sections: 'Personal details' with fields for Title, First name, Last name, Current role, Country, and Group; 'Username and password' with fields for Email and Open ID; a checkbox for 'Do you wish to receive communication from The Learning Federation?'; and 'Terms and Conditions' with a scrollable text area and a checkbox for 'I have read and accepted the terms and conditions'. A 'Register' button is at the bottom of the form. The footer includes logos for the Learning Federation and Curriculum Corporation, along with text about the project and a link to the conditions of use.

You will be taken to the Scootle home page. The search facility can be used to locate The Learning Federation learning objects and digital resources.

To locate content created by CNA participants (Models of Contemporary Learning), enter 'mcl' into the search field. This will return a full list of the Models published to date.

Pre-existing Scootle accounts

The Learning Federation has mapped existing Scootle users to CNA so that they will have seamless access via the CNA Education portal.

Schools will no longer be required to manage Scootle accounts for staff members.

Staff transferring between schools will be able to export content they have developed (e.g. learning paths). Instructions will be available on the Scootle homepage.

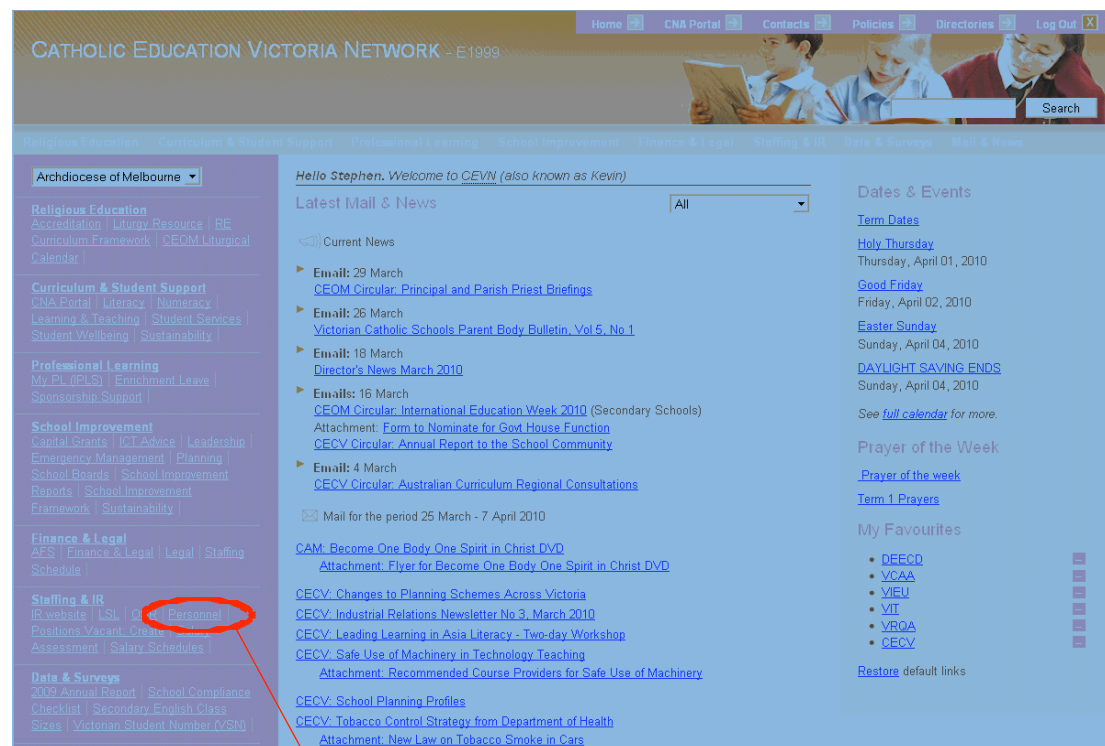
For enquiries regarding access to CNA please contact helpdesk@ceomelb.catholic.edu.au

Telephone 92670422

Attachment 1: Obtaining your “C” number

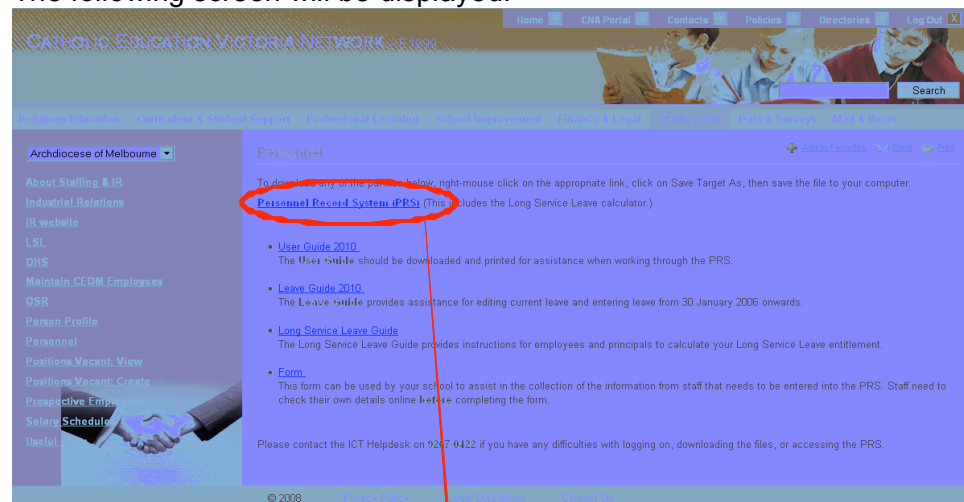
Your “C” number can be obtained via the CEVN website.

On the CEVN Home Page select the ‘Personnel’ option.



Click on the Personnel option under the Staffing and IR category

The following screen will be displayed.



Click on the Personnel Record System (PRS)

The following screen will be displayed

Catholic Education Victoria Network

CEVN > Information > Personnel > Basic Details

Person Basic Details

Basic Details | Personal Details | Next Of Kin | Emergency | Employee Details | Qualifications / Registration | Service | Leave | Long Service Leave | Principal Contract

Basic Details

C Number

C9047958

Surname

Person

First Name

Xavier

Second Name

Preferred Name

Xavier

Previous Names

Email Address

Edit

Change Name Request

Title

Br

Gender

Person Type

Employee

Photograph

No Photograph

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Verify your name and take note of your “C” number

Verify your details and take note of your “C” number.